

Viewing and Editing Workflow Actions

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The following information will be provided based on each outstanding action:

Banner Item	Description
Model	The process or form type/name
State	The stage of the form
Count	The number of items for each model which need attention
Oldest	The oldest day/month of each model which has not been actioned

Click **Show** to list all actions for each model. The list will appear from the oldest down the most recent. The workflow can then be viewed and actioned by clicking **Edit**. There are many variables on how a user may interact with each workflow, as your business process will be defined by your organisation.
